

## FINANCE AND RESOURCES COMMITTEE

### COMMITTEE BUSINESS

25 APRIL 2013

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision.

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	<p>Finance and Resources Committee 28/01/10 article 2 &amp; 11/03/10 article 31 &amp; 11/05/10 article 34</p> <p>Audit and Risk 29/03/11 article 12</p>	<p><b><u>CAB – Debt Advice Service</u></b></p> <p>At its meeting of 11/03/10 the Committee resolved: to request a report back at each meeting of this Committee on all matters detailed within the report and in particular until a Service Level Agreement is in place between the Council and the CAB.</p> <p><b><u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u></b></p> <p>The Committee resolved: to instruct officers to report on the following bodies to their relative Service Committee explaining why no Service Level Agreement was currently in place and to instruct the Service to establish a Service Level Agreement within a strict timeframe:</p> <ul style="list-style-type: none"> <li>• Citizens' Advice Bureau.</li> </ul>	<p>A report will be presented when an SLA has been established.</p> <p>Financial Inclusion has recently become the responsibility of the Head of Housing and Community safety. All of the issues around the commissioning of services from partners including the CAB will of necessity be given consideration as part of our considered response to Welfare reform. Our response to welfare reform is a major piece of work and a bulletin update was provided to members at the last meeting. The major issues for the Council will only become clear over the next few months and arrangements are being put in place for joint working arrangements with The Department of Work and Pensions to develop an appropriate response. Consideration of the role to be played by partners will be integral to this. Discussions have been held recently with the CAB about an SLA and agreement to the benefits of this</p>	Head of Housing and Community Safety	19/06/12	25/04/13

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			<p>have been agreed. The CAB has shared key financial information with the City Council as to its cost base etc. A sensible SLA can only be developed once the issues around welfare reform are clear. Council will be kept advised on progress.</p> <p>At its meeting on 21 February, the Committee resolved to note the oral update provided by the Head of Housing and Community Safety and that subject to the Council determining its position a report on this matter would be submitted to the next meeting of the Committee.</p> <p><b>A report is on the agenda.</b></p>			
2.	<p>Finance and Resources Committee 11/03/10 article 20</p> <p>Finance and Resources Committee 15/03/10 article 18</p>	<p><b><u>Applications for Financial Assistance 2009/10 – Grant Application System</u></b></p> <p>The Committee resolved: to instruct officers to bring forward a report detailing ways in which the grant application system can be streamlined especially with regard to reporting to Committee.</p> <p>The Committee resolved:</p> <p>(i) to note the progress in moving towards a more streamlined process for financial assistance and grant applications; and</p> <p>(ii) to request that a final report be brought back on the process when it is implemented.</p>	<p>A process will be prepared and implemented for financial year 2013/14, and reported to Finance and Resources Committee in February.</p> <p><b>A report is on the agenda.</b></p>	Head of Finance	<b>06/12/12</b>	25/4/13

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3.	Finance and Resources 28/09/10 article 24	<p><b><u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u></b></p> <p>The Committee resolved: to note that officers would provide <b>regular updates</b> to Committee in relation to progress with land acquisition against budget.</p>		Head of Asset Management and Operations	As and when required	
4.	Finance and Resources 28/09/10 article 25	<p><b><u>Property Asset Management Plan</u></b></p> <p>The Committee resolved: that also in respect of the TNRP review, the Head of Asset Management and Operations be instructed, in conjunction with the Head of Finance, to prepare a schedule of property reviews with a view to completing within eighteen months and to report on those reviews, to appropriate meetings of this Committee.</p>	<p>The Committee considered a report in relation to Bucksburn Farm at its meeting on 21 February.</p> <p><b>A comprehensive report detailing all the issues relating to the current tenancies and Local Plan designations is being developed. It should be noted that this is a complex issue which requires significant work to complete. Due to ongoing work within the Team involved it is unlikely that resources can be identified prior to Summer 2013 to complete the necessary work.</b></p>	Head of Asset Management and Operations	<b>04/10/12</b>	26/9/13
5.	Finance and Resources 01/02/11 article 32 & Budget Meeting of Council 10/02/11 article 2.	<p><b><u>Accord Card – Citizen Roll Out</u></b></p> <p>The Committee resolved: to instruct that a progress report be submitted to this Committee <b>every second cycle</b>.</p>		Head of Customer Service and Performance	13/06/13	13/06/13

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6.	<p>Finance and Resources 01/02/11 article 39</p> <p>Finance and Resources 29/09/11 article 8</p> <p>Finance and Resources 21/06/12 article 3</p>	<p><b><u>Joint Customer Contact Centre</u></b></p> <p>The Committee resolved: to instruct that the joint project team report back to this Committee on 16 June, 2011 with a recommendation as to whether to proceed with the development of the Joint Customer Contact Centre.</p> <p>The Committee resolved: to instruct officers to report back to this Committee when the outcomes of the Ofcom review and ADM project are known to enable a decision to be made on whether or not to continue the use of <b>0845 numbers</b> for the related services included in this report.</p> <p>The Committee resolved: in relation to item 11 (Joint Customer Contact Centre), to request in any report back that the costs involved in implementing 0845 numbers be made explicit.</p>	<p><b><u>0845 Numbers</u></b> Having consulted the Ofcom website the following should be noted: “<u>Subject to the results of the consultation, Ofcom intends to make a final decision on the new rules by early 2013.</u>” Following analysis of Ofcom’s decision in 2013 a further update will be provided to committee. In the interim both 0845’s and 01224’s will continue to be advertised, as previously agreed, for services offered by Customer Service and Performance to enable customers to choose how they wish to access services.</p> <p>An information bulletin report was presented to the Committee’s meeting on 21 February 2013.</p> <p><b>The situation remains as described above and therefore it is requested that this item be removed and should further information be received then this would be reported to Committee at that time.</b></p> <p><b>Recommended for removal.</b></p>	Head of Customer Service and Performance	<b>16/06/11</b>	
7.	Housing and Environment 24/01/12 article 13	<p><b><u>Affordable Housing Delivery</u></b></p> <p>The Committee resolved: to request that officers report to the appropriate committee in due course to advise as to whether there is any evidence to suggest that reducing the Council Tax discount on long term</p>	A report will be issued on the outcome of consultation with Scottish Government.	Head of Finance/ Revenues and Benefits Manager	<b>06/12/12</b>	26/9/13



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	article 14	sought has been provided and the loan made, or that the loan offer has been withdrawn.				
9.	Finance and Resources 15/03/12 article 36	<p><b><u>Review of Commercial Office Properties</u></b></p> <p>The Committee resolved:</p> <p>(ii) to instruct the Head of Asset Management and Operations to undertake an appraisal on 11/13 and 15/17 Belmont Street, reporting back to this Committee in due course; and</p> <p>(iii) to instruct the Head of Asset Management and Operations to review and report on possible options for the future of 1 Queens Gardens, prior to the current lease expiring in April, 2014.</p>	<p>A report on (ii) hasn't been completed for inclusion on the agenda, due to competing priorities. This item will be reported to the Committee meeting on 13 June, 2013.</p> <p>(iii) is currently being researched with a view to reporting to the Committee meeting on 26 September, 2013</p>	Head of Asset Management and Operations	<b>06/12/12</b>	(ii) 13/6/13  (iii) 26/09/13
10.	Finance and Resources 15/03/12 article 42	<p><b><u>Queen's Links Leisure Park</u></b></p> <p>The Committee resolved: to instruct the Head of Asset Management and Operations to provisionally negotiate an appropriate grassum payment to be paid by the tenant/ developer, in return for the Council's consent to amend the terms of the ground lease in this way, and to report to a future meeting of this Committee for potential approval of those provisional negotiations.</p>	<p>Planning application by the tenant/ developer to create a new drive-thru restaurant on site was rejected by the Development Management Sub-Committee on 17/01/13.</p> <p><b>At present officers are seeking an update from the tenant/ developer on whether or not the proposal is to be pursued. If not, then the Committee will be asked to remove this from the Committee Business list.</b></p> <p><b>Recommended for removal.</b></p>	Head of Asset Management and Operations	<b>04/10/12</b>	

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11.	Finance and Resources 21/04/11 article 25  Corporate Policy and Performance Committee 14/06/12 article 4	<p><b><u>External Support to Deliver the Business Plan</u></b></p> <p>The Committee resolved: to instruct that a report be brought back to the Corporate Policy and Performance Committee (or the Urgent Business Committee if during recess) to deal with any securing of external support that may be required to assist with the delivery of service options relating to external delivery. Updates to be provided by the Director as and when required.</p> <p>At its meeting of 14 June, the Corporate Policy and Performance Committee recommended that this item be transferred to the Finance and Resources Committee.</p>		Directors as appropriate	As and when required	
12.	Finance and Resources 04/10/12 article 29	<p><b><u>Satrosphere</u></b></p> <p>At its meeting on 4 October 2012 the Committee agreed amongst other things, to instruct officers to provisionally negotiate terms and conditions of lease, or an extension to an existing lease, or other potential property transaction, in the event that consideration leads Satrosphere to the conclusion that either relocation to another venue held on the Council's Property Account or redevelopment of their existing facility at 179 Constitution Street was the preferred option, on the basis that any provisional agreement between the parties be reported to a future meeting of this Committee, in order that members might consider formal approval.</p>	<p>As at the end of October, Officers were awaiting additional response from Satrosphere Limited in respect of further consideration by its Board of feasibility planning around potential redevelopment and/or relocation.</p> <p>Timescales for future reporting will be dependant on the outcomes of the organisations own financial assessments and, where relevant, further engagement with the Council's Asset Management teams.</p> <p><b>A report is on the agenda.</b></p>	Head of Educational Development, Policy and Performance	25/04/13	25/04/13

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13.	Finance and Resources 04/10/12 article 34	<p><b><u>Newhills Expansion – Initial Consultants Appointment</u></b></p> <p>The Committee resolved, amongst other things, to note that this commission would be the 1<sup>st</sup> phase of the programme of work for the implementation of a Development Framework for the site, and that a further report would be submitted to this Committee.</p>	Initial works have been progressed although discussions with other interested parties are not yet at a stage where they can be reported to Committee. It is hoped that a report will be submitted to the next meeting.	Head of Asset Management and Operations	21/2/13	13/6/13
14.	Finance and Resources 06/12/12 article 18	<p><b><u>Annual Housing And Council Tax Benefit Report</u></b></p> <p>The Committee resolved to note that an annual report advising of Housing and Council Tax Benefit Service performance would be presented to the Committee.</p>		Head of Finance	5/12/13	
15.	Finance and Resources 06/12/12 article 21	<p><b><u>Provost Skene's House</u></b></p> <p>The Committee resolved amongst other things, to instruct officers to identify and cost extended opening hours at other Museums and the Art Gallery, and to undertake a survey to gauge public demand for extended open hours at these locations, thereafter, to report to Education, Culture and Sport, and Finance and Resources Committees, with recommendations.</p>	<p><b>A report regarding this matter was considered by the Education, Culture and Sport Committee on 28 March 2013.</b></p> <p><b>Recommended for removal.</b></p>	Head of Communities, Culture and Sport	25/4/13	



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16.	Housing and Environment 15/01/13 article	<p><b><u>Local Authority Mortgage Scheme</u></b></p> <p>The Committee resolved to approve the principle of taking the scheme forward subject to further exploration of the financial and legal position with a detailed report to Finance and Resources Committee on 21 February 2013.</p>	<p>Subsequent to the decision of the Housing and Environment Committee, officers are awaiting advice from legal services regarding the Local Authority Mortgage Scheme. A report will be submitted to the Committee once this information has been received.</p> <p>An information bulletin report was presented to the Committee's meeting on 21 February 2013.</p> <p><b>A report is on the agenda.</b></p>	Head of Housing and Community Safety	21/2/13	25/4/13
17.	Finance and Resources 21/2/13 article 16	<p><b><u>Centre for Scottish Public Policy</u></b></p> <p>The Committee resolved to request that a report on the benefit to the Council of membership on this body be submitted to the Committee within one year to enable members to determine if it should continue the membership.</p>		Chief Executive	February 2014	
18.	Finance and Resources 21/2/13 article 28	<p><b><u>Supplementary Review of Advance Factories 2013</u></b></p> <p>The Committee resolved amongst other things:</p> <p>(i) instruct the Head of Asset Management and Operations to report to future meetings of this Committee on the outcome of the implementation of recommendations (b), (c) and (d) contained in the report, in order that Committee might consider the approval of offers for advance factories or authorising the</p>		Head of Asset Management and Operations	13/6/13	

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		<p>implementation of repair and upgrading works programmes, or any other potential property schemes for groups of advance factories; and</p> <p>(ii) instruct the Head of Asset Management and Operations to report to future meetings of the Committee on the outcome of the implementation of recommendations (f) and (g) contained in the report, in order that the Committee might consider the approval, in principle, of such potential development schemes.</p>				
19.	Finance and Resources 21/2/13 article 32	<p><b><u>Ferryhill Engine Shed - Current Status</u></b></p> <p>The Committee resolved amongst other things:</p> <p>(i) to agree to the continuation of the Licence to Occupy granted to FRHT on a month to month basis, for up to a maximum of six months, to allow discussions on the key issues to be clarified; and</p> <p>(ii) instruct the Head of Asset Management and Operations to report back to this Committee on any variation of circumstances.</p>		Head of Asset Management and Operations	13/6/13	

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20.	Finance and Resources 21/2/13 article 33	<p><b><u>Greenferns Development Update</u></b></p> <p>The Committee resolved amongst other things:</p> <p>(i) instruct the Head of Asset Management and Operations to bring a future report to the Committee on the outcome of these actions detailed above; and</p> <p>(ii) note that a further report in relation to the Greenferns Holding would be submitted to the Committee in early course.</p>		Head of Asset Management and Operations	13/6/13	